


VACANCY NOTICE

2916

CS-376
REV(8/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Project Manager I (DOA) (2 positions)</u>	CLASSIFICATION CODE: <u>02169600</u>
	SALARY RANGE: <u>137, \$72506-82207</u>	REFERENCE POSITION NO.: <u>2463-90000-tba</u>
	Department or Agency Name: <u>Administration</u>	APPLICATION PERIOD: <u>8/28/12-9/3/12</u>
	Division/Section/Unit: <u>Facilities Management</u>	<u>Application period ends at 4:00 pm on 9/3/12</u>
	Assignment(s) / Comments: _____	
	Shift and Days: <u>1st (Monday-Friday)</u>	Job Location: <u>One Capitol Hill, Providence, RI</u>
	Restrictions/Limitations: _____	
	Position Covered By Collective Bargaining Union Agreement: Yes _____ No <u>X</u>	
	Name of Bargaining Unit Union: _____	
	There is _____ is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.	
General Information to Candidate	INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. Most Important - Please include the following information: <ul style="list-style-type: none"> <i>The title of the position for which you are applying</i> <i>Title of your present position and date you entered it</i> <i>Date you entered State service</i> <i>Name of department where you are currently employed</i> <i>Your business telephone number</i> <i>Present Union Affiliations</i> *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS <ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
	DUTIES / RESPONSIBILITIES: In the Department of Administration, to assist a superior in the administration, coordination, and planning a comprehensive statewide program involving facilities management and maintenance; to be responsible for working with and overseeing the work and/or work products of engineers, architects and private contractors for compliance to established specifications, standards and procedures on assigned projects; to prepare contract documents and specifications; and to do related work as required.	
	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Construction Management, Facilities Management, or a closely related field; and Experience: Such as may have been gained through: employment in a responsible administrative position in the field of building construction, facilities/property management including the maintenance of complex fiscal and/or real estate records. Or , any combination of education and experience that shall be substantially equivalent to the above education and experience.	
	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to: Kelly Durkin-Murray Department of Administration General Government Service Center One Capitol Hill, 3rd Floor Providence, RI 02908	
	Telephone #: <u>(401) 222-1238</u> Email: <u>KellyM-resume@hr.ri.gov</u> TTY/TDD #: <u>7 1 1</u> (Telecommunication Device for the Deaf)	
		
	STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER	
	Where to Apply	